VALUABLE INFORMATION FOR TIMEKEEPERS AND CERTIFIERS
Updated October 2003

<u>**Timekeepers**</u>**: Please validate/ensure the following -**

✓ Have current versions of ATAAPS training guides. These are available at
http://chris.inel.gov/payroll.

✓ All employees in team(s) are correct. If needed, add missing employees into team(s).

✓ Tour of duty for employees was entered under "Perm Tour" link to establish their permanent tour.

✓ "Tour Day" link is used to change a tour of duty for one pay period only (temporary change to tour).

✓ For those employees on AWS, their in lieu of holiday will need to be recorded under Labor Code LH for Leave Holiday in the Labor Module.

✓ All employees have "Default Labor" checked in Personnel Management-Properties and are set up under the "Defaults/Favorites" link in Personnel Management. The funding information that is required is Fund-Type (FT), Financial Plan (FP), and BNR (Budget and Reporting Number). If an employee's time is charged to the same FT, FP, BNR, "favorites" can be set up.

✓ When entering a new Roster, ensure that the "Reports to Payroll" block is checked and the "Live Open Date" is recorded as the first day of the current pay period.

✓ Alternate timekeepers are trained and ready to perform roles and responsibilities.

✓ All hours will be recorded in 15-minute increments. (Hours earned and used.)

✓ All T&A exceptions, i.e., compensatory time earned, overtime, annual leave, sick leave, etc. are entered before default labor is run.

✓ After default labor has been run, and exceptions for leave need to be recorded, the regular hours (RG) will need to be reduced.

✓ After exceptions have been entered and default labor has been processed, verify that all hours have been reported for each employee by running the Missing Time Report. This report should be run prior to certification.

✓ Run Uncertified Time Report in ATAAPS to verify all employees have been certified; allow ample time to make any last minute corrections prior to the Tuesday 4:00 pm EST cutoff.

✓ Certifiers and Alternate Certifiers are provided with a copy of the Crosswalk of T&A Codes for ATAAPS.

- ✓ If supplemental corrections are required for time prior to pay period 20, they are to be submitted in the same fashion in which they were originally submitted when DOE was processing payroll. (Example: If supplemental timecard was originally processed in paper, supplemental is to be submitted via paper mode or if supplemental timecard was originally processed in ETA, supplemental is to be submitted via ETA.)

- ✓ For supplementals after pay period 20, see instructions for submitting late timecards and supplementals under the ATAAPS Training Guides link on the Payroll Transition website: http://chris.inel.gov/payroll. When submitting a supplemental for ATAAPS via email, please include the employee's full name and a brief description of the change required.

- ✓ Information regarding recording Traumatic Injury Labor Hours (employees injured on the job) can be found under the ATAAPS Training Guides link on the Payroll Transition website.

- ✓ Instructions for recording the various types of flexiplace labor hours (regular, medical, or situational) are available at the Payroll Transition website under the ATAAPS Training Guides link.

- ✓ Workaround for recording Emergency Overtime or Compensatory Time for employees eligible for emergency time can be found at the Payroll Transition website under the ATAAPS Training Guides link. Please use the "Manual Pay Adjustment Form".

- ✓ Employees on donated leave for personal illness, hours are recorded as LS for leave sick. Employees on donated leave for other than personal illness (i.e., family member), hours are recorded as LA for leave annual. Forms are still forwarded to the Payroll Office.

Certifiers: Please validate/ensure the following -

- ✓ Possess ESS password and confirm ability to log in to ESS as soon as possible.

- ✓ Have access to Certification link in ATAAPS.

- ✓ Employees identified on your certification roster are employees for whom you have certification responsibility.

- ✓ Certification completed by deadline (see schedule above).

- ✓ Alternate Certifier(s) has been designated and have received training.

- ✓ Have a copy of the Crosswalk of T&A Codes for ATAAPS.

- ✓ An employee may use a total of up to 12 weeks of accrued sick leave each year to care for a family member with a serious health condition. Manual tracking is required.

- ✓ Administrative Leave for preventative medical examinations, Administrative Leave granted to perform emergency public service during duty hours, Bone Marrow (limited to 7 work days per leave year), and Organ Donor Leave (limited to 30 days each calendar year) will all be recorded in ATAAPS using the Administrative Leave (LN) leave code. Manual tracking is required.

- ✓ No one will be certifying his or her own time.

- ✓ The pre-approval request and authorization of Compensatory Time and Overtime will be handled at the local level. Use your local level procedures for the request and authorization of Compensatory Time and Overtime. Procedures for requesting leave remain the same.

Timekeepers and Certifiers may contact DOE's Payroll Customer Service Representatives - - by calling 301-903-4433 or by email at PayrollCSRHelpDesk@hq.doe.gov.